

## DEPARTMENT OF STATE

AIRGRAM

116-1618

## HANDLING

Routine

## CLASSIFICATION

UNCLASSIFIED

## MESSAGE REFERENCE NO.

A-1759

TO: Abidjan, Amman, Asuncion, Bangkok, Hong Kong, Islamabad, London, Manama, Nicosia, Okinawa, Panama, Seoul, Tel Aviv, Vienna, RAMC Paris, RAMC Bangkok, RAMC Mexico, WFC Washington

FROM: Department of State (M/COMP/FS)

DATE: 27 AUG 80 9:06 AM

E.O. 11652: N/A

TAGS: AFIN

SUBJECT: Certifying and Disbursing Services for Foreign Broadcast Information Service

REF:

## DEPT. DISTRIBUTION

## ACTION

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A. The Foreign Broadcast Information Service (FBIS) has requested that State Department provide certifying, disbursing, and payrolling services for its offices, known as bureaus, at the fourteen addressee posts. Allotment accounting is still not to be provided by State for FBIS. The changes noted herein are to become effective October 1, 1980.

B. FBIS has delegated certifying authority to all State Department certifying officers at the addressee posts and at the regional disbursing centers in RAMC/Bangkok, RAMC/Paris, WFC/Washington, and RAMC/Mexico City, when the latter becomes operational. The certifying officers at the centers may certify payroll payments for American allowances and salary and allowances of Foreign Service National (FSN) employees of the respective FBIS overseas bureaus. The certifying officers at the posts may certify all other general payments but such payment vouchers must be signed by an FBIS officer who is authorized to approve bureau expenses.

C. Each FBIS overseas bureau has been assigned a four digit Financial Analysis Number (FAN). The FAN codes for the fourteen FBIS overseas bureaus are listed in Attachment 1, which also lists the corresponding State

State Dept. review completed

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Department post codes. As noted in Attachment 1, FBIS/ Washington has been assigned FAN code "0500". The FAN codes or numbers are used in the cost center or allottee codes to identify the overseas bureaus (see D(4) below).

D. Fiscal data to be shown on vouchers, collection documents, and reports for FBIS are as follows:

(1) Appropriation - The appropriation to be charged for FBIS payments, or credited for collections, is 95X6167. Any appropriation previously used for FBIS will not be used after September 30, 1980; not even for prior year payments.

(2) Bureau Code - The bureau codes previously assigned to each FBIS overseas bureau have been discontinued and will no longer be used by Foreign Service posts. The FAN code will identify the FBIS overseas bureau.

(3) Obligation Number - A six digit obligation number is to be assigned by the post with the fiscal year as the first digit. The regional disbursing centers will use their prescribed payroll obligation numbers.

(4) Cost Center (Allottee) Code - The cost center or allottee code to be used for FBIS is an eight digit number consisting of three segments:

(a) The first digit is the fiscal year, "1" for FY 1981, "0" for 1980, etc.

(b) The next three digit segment is an FBIS internal code "244" which is constant and will be used for all overseas bureaus and for FBIS/ Washington.

(c) The last four digit segment is the four digit FAN code. (See (C) above and Attachment 1.)

For example, for Hong Kong the FY 1981 cost center code would be "12446100" and the FY 1980 code "02446100".

Overseas bureaus may at times be requested by FBIS/ Washington to make purchases and payments and to charge a cost center code using the FBIS/Washington FAN code. For example, an FBIS/Washington charge for FY 1981 would be cost center code "12440500" and for FY 1980 code "02440500".

(5) Function Code - There is no requirement for function codes in connection with FBIS disbursements. Consequently, in the function column or field a zero, "0", would be shown.

(6) Object Code - FBIS uses object codes in four digits which vary slightly from State's object codes. The FBIS object codes are shown in Attachment 2. These object codes are to be used for all FBIS disbursements, i.e., both for overseas bureau expenses and for FBIS/ Washington expenses.

E. Samples of Fiscal Coding - The following samples of fiscal (strip) coding would be used for FBIS/Hong Kong in FY 1981 for (1) the purchase of office supplies, (2) the purchase of radios for FBIS/Washington, and (3) the quarters allowance payments to American employees (the latter would be payrolled by RAMC/Bangkok):

	<u>Appn.</u>	<u>Obl.No.</u>	<u>Cost Center</u>	<u>Func.</u>	<u>Obj.Code</u>
(1)	95X6167 -	123456 -	12446100	- 0 -	2607
(2)	95X6167 -	165432 -	12440500	- 0 -	3104
(3)	95X6167 -	P12120 -	12446100	- 0 -	1205

F. Prior Year Disbursements - Coding for prior year disbursements would be the same as for the FY 1981 samples shown above except the first digit fiscal year designation in the obligation number and in the cost center code would be changed to reflect the prior fiscal year code. For example, in the first sample, the obligation number would be "923456" and the cost center code would be "92446100" for FY 1979. Payroll obligation numbers, as in the third sample, would not change from year to year; only the cost center code would be changed in the first digit.

G. Payrolls - Some FBIS overseas bureaus are now calculating and preparing payrolls for American allowances and/or Foreign Service National (FSN) salaries and forwarding the vouchers to RAMC/Bangkok, RAMC/Paris, or WFC/Washington for check issuance. Payrolls for other FBIS bureaus are being prepared and paid at one of the three centers from the central payroll systems. Effective September 21, 1980 all FBIS American and FSN personnel, except those payrolled by Washington, will be payrolled from the central payroll systems. American salaries will continue to be paid from FBIS/Washington but, beginning with Pay Period 19, American allowances and FSN salaries and, if any, FSN allowances will

be calculated and paid by the Bangkok, Paris or WFC/Washington payroll centers. If not already submitted for FBIS personnel, the addressee posts should make arrangements for the necessary payroll documentation to reach the applicable payroll center by no later than September 14, 1980 for integration into the centralized systems. The individual time and attendance (T&A) cards or telegrams for Pay Period No. 19 must reach the payroll centers by no later than October 6, 1980.

In this connection, it should be emphasized that all payroll records and documents must be changed from the old FBIS appropriation to 95X6167 effective September 21, 1980.

H. The RAMC's in Bangkok, Paris, and, eventually, Mexico City, will forward each FBIS overseas bureau or post and to FBIS/Washington a monthly Form FS-477M which will reflect all disbursements and collections processed against each office's cost center. In addition, the RAMC's will forward to FBIS/Washington each month (1) a Form FS-478 listing all FBIS cost centers with corresponding disbursement amounts, (2) a copy of each FS-477M forwarded to each overseas bureau, and (3) Forms SF-1221 for each currency, including U.S. dollars. The Forms SF-1221 will have supporting voucher and collection documents.

I. At those addressee posts at which the FY 1981 administrative support for FBIS would be appreciably changed by the requirements contained herein, the FAAS submission for FY 1981 should be increased to reflect any additional costs.

J. The Department (COMP/FS, formerly BF/FMS) should be advised as soon as possible of any problems a post, either the Embassy or the FBIS Bureau, perceives in connection with this arrangement for certifying and disbursing services.

K. In the past, separate communications have been forwarded advising each post of the FBIS delegation of authority to State's certifying and disbursing officers. All such communications are now superseded by this instruction.

L. For Okinawa Only: A separate message will be issued by FBIS/Washington concerning servicing in Naha. In the meantime, FBIS/Okinawa should continue to certify and submit disbursing documents directly to RAMC/Bangkok and vice versa. Certifying and processing by the Consulate General will not be necessary. Also, payrolls for both American allowances and Foreign Service National salaries should

continue to be paid locally as at present. Until advised otherwise, no changes will be required in Okinawa except the coding revisions as noted herein should be followed.

M. For Embassy/Asuncion and Embassy/Panama: Effective FY 1981 and until further notice, the monthly Forms SF-1221 and supporting documents should be forwarded to the following address: Foreign Broadcast Information Service, P.O. Box 2604, Washington, DC 20013. Also the new station code for FBIS will be 95-04-6223 and 95-04-6282, respectively. Forms FS-477 and FS-478 will not be required from Asuncion and Panama until such time as disbursing is performed by the RAMC/Mexico. However, the payroll FS-477's should continue to be submitted by WFC/Washington to cited FBIS address.

N. For RAMC/Bangkok and RAMC/Paris: Effective FY 1981, the address for forwarding of SF-1221's, FS-478's, and FS-477 copies is as indicated in M above. Also, the RAMCs' new station codes for FBIS will be 95-04-6202 and 95-04-6207, respectively.

Attachments:

1. FBIS Financial Analysis Number (FAN) Codes  
& Department of State Post Codes (Post).
2. FBIS Object and Subobject Class Codes.

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FBIS FINANCIAL ANALYSIS NUMBER (FAN) CODES  
AND  
DEPARTMENT OF STATE POST CODES (POST)

<u>Location</u>	<u>FAN</u>	<u>Post</u>
Panama	6500	132
Asuncion	7700	134
Vienna	3500	206
Nicosia	5500	217
London	5000	232
Hong Kong	6100	304
Okinawa	6000	308
Seoul	6200	310
Bangkok	3700	316
Manama	5905	408
Tel Aviv	5700	438
Amman	5600	440
Islamabad	5900	462
Abidjan	3100	530
Washington, D.C.	0500 0300 1500 0910 0510 0600 0610 0620 0900 0598	

TAB E

Agency Subobject Class Structure

<u>Object Class</u>	<u>Subobject Class</u>	<u>Title</u>
11		<u>Personnel Compensation - Salaries and Wages</u>
	1101	Full-time Permanent Appointed and Contract American Employees
	1134	Consultants - American and Foreign Service National
	1148	Temporary, Intermittent, and Part-time American Employees
	1152	Foreign Service National Employees Salary and Additional Compensation
		<u>Additional Compensation - American Employees</u>
	1160	Special Pay
	1167	Night Work Differential and Sunday Premium Pay
	1168	Overtime and Holiday Pay
	1169	Terminal Leave
12		<u>Personnel Benefits - All Employees</u>
	1205	Allowances - General (including those related to domestic PCS travel)
	1210	Retirement, Life Insurance, Health Benefits, and Social Security Contributions
	1213	Employee Awards
13		<u>Benefits for Former Personnel - All Personnel</u>
	1302	Severance Allowances and Other Benefits
21		<u>Travel and Transportation of Persons</u>
	2111	Temporary Duty (TDY) Within the U.S.
	2113	Temporary Duty (TDY) Outside the U.S. - General
	2131	Permanent Change of Station (PCS) Within CONUS
	2132	Permanent Change of Station (PCS) Outside CONUS - General
	2135	Travel - Other - General (including local transportation, taxis, etc.)

<u>Object Class</u>	<u>Subobject Class</u>	<u>Title</u>
22		<u>Transportation and Storage of Things</u>
	2231	Government Property
	2233	Transportation and Storage of Personal Property - General
23		<u>Rents, Communications, and Utilities</u>
	2341	Telephone, Telegraph, Postal and Other Communications
	2351	Living Quarters - General
	2352	Office Space, Facilities, Utilities and Land Rentals
	2355	Equipment
	2358	Automatic Data Processing (ADP) Equipment
24		<u>Printing and Reproduction</u>
	2461	Printing and Reproduction
25		<u>Other Services</u>
	2501	Repair, Renovation, and Maintenance - Fixed Property
	2502	Repair and Maintenance - Furniture and Equipment
	2503	Repair and Maintenance - Automatic Data Processing (ADP) Equipment
	2505	Guard Services
	2510	Storage, Operation, Maintenance, and Repair - Transportation Equipment
	2515	Training - External, including related Travel (excluding U.S. Government Training)
	2540	Miscellaneous Contractual Services - Non-Governmental
	2541	Miscellaneous Contractual Services with U.S. Government Agencies, other than Department of State
	2543	Automatic Data Processing (ADP) Contractual Services
	2546	Miscellaneous Contractual Services - Department of State (FAAS)
	2550	Representation and Entertainment Expenses

<u>Object Class</u>	<u>Subobject Class</u>	<u>Title</u>
26		<u>Supplies and Materials</u>
	2604	Communications and Electronics
	2607	General
	2609	Automatic Data Processing (ADP)
31		<u>Acquisition of Capital Assets</u>
		<u>Equipment</u>
	3104	Communications and Electronics
	3107	General
	3109	Automatic Data Processing (ADP)
32		<u>Lands and Structures</u>
	3201	Acquisition, Construction or Capital Improvements (Note: Minor renovations and repairs should be budgeted under Subobject Class 2501)

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Financial Administration  
Department of State Agreement

Procedures for certification of financial transactions at FBIS field bureaus vary considerably. For example, of the 13 formally established bureaus, six utilize Department of State (DOS) Certifying Officers (CO's), five have vouchers certified by designated bureau CO's, and two have financial transactions certified by Headquarters budget and fiscal branch.

A recent audit of several field bureaus indicated that some bureau CO's do not have a clear conception or understanding of the full responsibilities and authorities of a CO. These officers usually are FBIS bureau editors; consequently, they are not particularly qualified, nor are they sufficiently trained, to be proficient CO's.

This situation will soon be remedied. During the audit, a formal agreement was reached between FBIS and DOS which will authorize DOS to provide certifying, disbursing, and payrolling services to all FBIS bureaus. This agreement, which will be implemented beginning in Calendar Year 1980, should ensure that all bureau financial transactions are subject to review and certification by professional CO's.

Recommendation #4: Monitor implementation of the agreement closely to assure that appropriate procedures are established and that potential problems are resolved quickly.

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